Surplus Property Team
Standard Operating Procedures

Job Title: Warehouse worker

Job Summary: Reconcile daily transactions and cash. Process all light and heavy vehicles being surplused. Receive, process and file all the titles for State vehicles.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Account for the daily transactions made at Surplus Property.** Each morning the cash, checks, and credit card purchase receipts in the register are counted and balanced against the previous day's invoices. The income from surplus sales is input into the PLUS system and a deposit slip is prepared to go in a money bag that is picked up by an armored car. (D)

- **Process SP1's for all motor vehicles.** All vehicle information is input into the PLUS and FleetAnywhere systems. (D)

- **Process all incoming mail for Surplus employees.** All pieces of mail are opened, dated and distributed to the appropriate person. (D)

- **Process all incoming checks for Accounts receivable.** All checks are stamped, and forwarded to the Accounting Tech at the State Office Building. (D)

- **Vehicle Invoices.** A vehicle invoice is created for all vehicles sold. (D)

Screens and or fields in FleetAnywhere (or other software systems) that I am responsible to fill in as I complete the items listed above

- Disposition Date, Price Sold, Status, and Disposal Comment (optional) – See the attached "Print Screens" that show in FleetAnywhere where these fields are

Important processes I am responsible for or part of?

- Logging New Titles – See the attached flowchart

- Reconciling the money received for Surplus Property sold – See the attached flowchart

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), and Yearly (Y)

- A report that totals the number of vehicles sold at TNT auction is tallied each week and submitted to the PUO that gathers the information for the weekly Surplus Report. (W)

- A report that totals the number of customers that came into to Surplus Property on a weekly report is submitted to the Surplus Property Manager. (W)